

**Tisbury Finance & Advisory Committee
at the Tisbury Emergency Services Building
6:30PM, Wednesday, February 10, 2016**

Present: Co-Chairs – Paul Cefola & Jeff Kristal, Pamela Brock,
Barbara Fortes, Nancy Gilfoy, Tom Keller, Jynell Kristal,
Mary Ellen Larsen,
Town: Selectmen – Larry Gomez, Melinda Loberg,
Treasurer – Jonathon Snyder, Accountant – Suzanne Kennedy,
Harbor – Jay Wilbur, IT - Heidi Rydzewski,
TSC – Colleen McAndrews,
Other: DCRHA – David Vigneault, Dan Seidman,
Public – Gene DaCosta
Minutes – Marni Lipke * Late arrivals or early departures

The Co-Chairs convened the Tisbury Finance Committee (FinCom) at 6:36PM.

• Departmental Budget Discussion & Warrant Article Review for Town Meeting

Harbor Dept. (See documents on file.)

Harbormaster Jay Wilbur and Information Technology (IT) Director Heidi Rydzewski reviewed the \$4,500 Warrant Article. Harbor computers, servers and software were about the most outdated in the Town, (limited networking, crashing systems, archaic non-Pro Windows, unreliable cameras, etc.) The upgrade had been centralized in the IT Budget but could be more appropriately funded from Waterways. The FinCom discussed:

- camera placement, views, crime prevention, conduits, and bulk buying,
- swings in hardware pricing,
- security and back up systems,
- consistent technology throughout the town for network communications,
- *MARY ELLEN LARSEN MOVED TO ACCEPT THE LATE FILED ARTICLE TO USE WATERWAY FUNDS TO UPGRADE WATERWAY TECHNOLOGY; JYNELL KRISTAL SECONDED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.*
- The Harbor budget was fairly level funded and self-explanatory,
 - A 10% mooring fee increase every other year had been voted and fees were increased 10% in calendar year 2013, 0% in 2014, 5% in 2015, and 0% in 2016 so they should be raised again in 2017 (i.e. Fiscal Year 2018-FY18).
 - With Ms. Rydzewski's support the Harbor wifi should be more dependable. A suggested wifi charge was not in keeping with other harbors' services.
 - The FY17 Waterways account would be depleted by some substantial articles, (dredging, dock repair/replacement, etc.). The FinCom suggested shifting Line 5252 Moorings/Buoys/Diver Hire to Waterways for FY18.
- The FinCom thanked Mr. Wilbur and Ms. Rydzewski for their attendance.

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Dukes County Regional Housing Authority (DCRHA)

For the first time in ten years the DCRHA requested significant budget and staff increases (see documents on file).

- In line with 2015 0% Consumer Price Index (CPI) there would be no Cost of Living Adjustment (COLA) and the organization had neither steps nor longevity.
- An additional part-time person (\$35,000) was requested for a total of 3.5 staff;
- and initial retirement benefits were also requested estimated at \$20-30,400.
- A new Cape and Islands Housing Assistance Corps (HAC) homeless coordinator was working out of DCRHA offices—at no cost to the Towns.
- The Tisbury Town Assessment was \$60,418. The discussion mostly focused on the retirement request.
- Tisbury did not match retirement contributions for its employees and therefore objected to the item.
- Town officials questioned whether this was the amount needed to buy-in to the Dukes County Retirement System (DCRS) or was simply an annual cost.
- DCRHA Director David Vigneault responded the matter was still being researched so the amount encompassed staff retirement allowances (whether with DCRS, or a 401k account, or SEP-IRA, etc.).
- It was then argued that this was a pay raise. Town Accountant Suzanne Kennedy considered DCRHA would be double dipping retirement benefits as they were also eligible for Social Security (see below: Tasks).
- Mr. Vigneault would further research the matter.
- DCRHA Contingency/Operating Reserves had been spent during the economic downturn. A small management fee was charged but it did not cover costs. Other State or Federally mandated administrative fees did not apply. The Towns, essentially only paid for DCRHA staff, remaining expenses were covered by other sources.
- In addition to Rental Assistance the DCRHA ran the eligibility process and managed 170 units across the Island in 15 properties of which 6 were in Tisbury, (not counting 2 projects in process: Water St. and Kuehn's Way—formerly Bridge housing).
- DCRHA Tisbury Board member Dan Seidman commended the DCRHA as extremely hardworking staff at the office early and late.
- Various State Legislative initiatives that might be eventual revenue sources were explored. The FinCom would not discuss the 3% to 1% Community Preservation Act/Committee (CPA/CPC) Article at this meeting (see below).
- The FinCom thanked David Vigneault and Dan Seidman.

• **Review of Incoming Mail**

Tisbury School (See documents on file & 1/27/16 Minutes p.3.)
The FinCom discussed 2 Tisbury School late filed article requests.

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- Transfer of \$65,524 residual from a 2007 roof repair article was originally requested for the upcoming Massachusetts School Building Authority (MSBA) feasibility study requirement.
 - However Town financial officials explained original bond restrictions probably required conformity in both timeframe (20 year bond) and spending (construction not design). When Tisbury School Committee (TSC) Chair Colleen McAndrews asked if it could be returned to the town, Ms. Kennedy explained transfer could be voted to repair another Town roof or it could be used without vote on a new school roof.
 - *JYNELL KRISTAL MOVED TO ACCEPT THE 2007 ROOF RESIDUAL TRANSFER LATE FILED ARTICLE CONTINGENT UPON THE SCHOOL PULLING THE ARTICLE IF IT WAS DEEMED NOT LEGALLY POSSIBLE: PAMELA BROCK SECONDED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.*
- The MSBA required initial Town commitment by appropriation of funds for the new/renovated school project eligibility (feasibility/design) phase. Annual Town Meeting was the preferred schedule to complete this initial 9-step process. The School was engaged in due diligence exploring comparable regional projects but no amount had yet been set (*very* rough guess range ~\$600,000 - \$1,000,000) and would inform the FinCom as soon as possible.
 - IT WAS THE CONSENSUS OF THE TISBURY FINANCE COMMITTEE TO TABLE THE LATE FILED MSBA ARTICLE UNTIL AN AMOUNT WAS SET.

• **Set a Date For:** (See below: Meetings/Events and Action List)

- **CPC Article Discussion (March 9)** (See documents on file.)

Chair Jeff Kristal reported letters from the Tisbury Affordable Housing Committee and the Island Housing Trust (IHT). Mary Ellen Larsen handed out the information packet she researched. The FinCom discussed:

- the vote as part of the larger picture of how the Island raised revenues;
- private fund-raising telethons;
- the CPC as a “pork” fund;
- boutique affordable housing;
- CPC reactive affordable housing decision makers versus Islandwide planning;
- State match first round - 80% equally divided among 160 CPC municipalities, and remaining 20% divided proportionally among the 2% & 3% municipalities;
- the major loss of funds being the loss of 2% local surcharge;
- the failed original Tisbury vote and then the final approval at 61% to 39%;
- other Island and State town positions, uses and reimbursements;
- MSBA / School as the better return;
- CPC \$891,000 unspent funds.

- **Center For Living (CFL or C4L) Discussion**

Larry Gomez was the Town representative on the Board.

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- Adult Community Education Martha's Vineyard Review and Discussion – Larry Gomez

The ACE MV budget had doubled and although a just and worthy cause there were other important town projects and basics.

- Ms. Kennedy noted that as State and Federal funding sources shrank burdens were shifted to local tax roles, but towns had the same problems.

Police

The actuals for the FY14 & FY15 Police budgets were available and the FinCom would request another interview with Chief Hanavan.

- Suzanne Kennedy preferred to keep line titles consistent throughout Town Departments, however could rename some for more accuracy, i.e. Telephone/Fax to Communications.

- She was very strict about expenditures being appropriate to the line item.

IT

• IT used to be called the “Computer Committee” and although Heidi Rydzewski had only been working about a month, she had hit the ground running and was carving out a comprehensive budget (see below: Action List).

• The meeting time was retained as there were one or two people who could not meet earlier.

- The FinCom expressed appreciation for Marni Lipke’s minutes which allowed absent members to follow actions and helped meetings stay on task.

Adjournment

• *PAUL CEFOLA MOVED TO ADJOURN AT 8:37PM; JEFF KRISTAL SECONDED; MOTION PASSED UNANIMOUSLY.*

Meetings/Events:

• **FinCom – 6:30PM, Wednesday, February 10, 2016 - EMS**

• **FinCom - 6:30PM, Wednesday, February 17, 2016 - EMS**

• **FinCom - 6:30PM, Wednesday, February 24, 2016 - EMS**

- February 24th - Annual/Special Town meeting Warrant Deadline

• **FinCom - 6:30PM, Wednesday, March 2, 2016 - EMS**

• **FinCom - 6:30PM, Wednesday, March 9, 2016 - EMS**

- March 15th - Warrant Closed;

- March 22nd - Selectmen Sign Warrant

• Special & Annual Town Meetings - 7:00PM, Tuesday, April 12, 2016

• Election - Tuesday, April 26, 2016

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Action List:

- All - email Jeff re: inviting any Dept. of interest
- Jay Wilbur - consider funding Line 5252 from Waterways in FY18.
- David Vigneault - re-examine retirement benefit.
- send Suzanne Kennedy FY15 budget/actuals & payroll breakdown.
- Jeff/Paul - invite/schedule IT Dept.
- Jeff/Paul - invite/schedule Chief Hanavan.
- Jeff/Paul - invite/schedule ACEMV.
- Agenda - Minutes awaiting approval: 1/6/16, 1/20/16, 1/27/16, 2/10/16
- Jeff - contact Town Clerk for Warrant Article list.
- All - consider new FinCom member.
- All - consider Union Negotiations rep. alternate for Mary Ellen.
- Jeff/Paul - inform CPC of 1% article discussion & vote.

Documents on file:

- Agenda 2/10/16
- Kennedy email re: Jay Wilbur 2/9/16
- Budget Index
- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 295 Harbormaster
- Fiscal Year 2017 Position/Title, Employee... chart
- FY2017 Departmental Hourly Employee Staffing Plan – Board of Selectmen Departments (2 p.) 1/28/16
- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 122 Selectmen 2/2/16
- Fiscal Year 2017 Selectmen Salary Calculations
- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 510 Board of Health 1/20/16
- Fiscal Year 2017 Board of Health Salary Calculations
- Proposed Changes to Visiting Nurse Line Item
- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 175 Planning Board 1/14/16
- Fiscal Year 2017 Planning Board Salary Calculations
- FY 2017 Budget Plan, Town of Tisbury Budget Form, Department: 691 Historical Commission 2/1/16
- Jordi/IHT letter 1/28/16
- Barbera/Affordable Housing Committee letter 1/28/16
- Larsen email re: Tisbury FinComm CPC Reduction 1/29/16
- Custer/Tisbury School letter re: Request for Late-Filed Articles for Tisbury Annual Town Meeting (2 p.) 2/3/16

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Documents on file (cont.):

- Vigneault/DCRHA letter to Selectmen 12/31/15
- Kennedy/Vigneault emails re: FY17 Tisbury Request 1/27/16
- DCRHA FY2017 DCRHA Staff & Legal Administration 1/28/15
- DCRHA *abbreviated budget* 1/5/16
- FY2017 Staff Cost Work Sheet
- Community Preservation Coalition - Understanding the Formula Used to Distribute Revenue from the Statewide CPA Trust Fund (18 p.)

Minutes approved as amended 3/23/16.